

Materials Selection Policy

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9/19/17 Board approved changing Branch Librarian to Branch Manager in all policies.

MATERIALS SELECTION POLICY

Preamble

Recognizing that the Library can purchase only a small fraction of the books and non-print materials published, the Davis County Library Board of Directors establishes the following policies in order to:

1. Guide the Director and staff members in the selection of materials for acquisition.
2. Provide principles and standards for assisting the Director and staff in designing collection development plans and procedures.
3. Inform the public of the principles, standards, methods, and procedures that govern the selection of materials and the growth of the collection.

The Board of Directors also recognizes that library service to a large community with diverse informational, educational and recreational needs requires policies which, while providing guidance, permit the Director and staff the latitude to select materials in a context supportive of their professional judgment. Consequently, it is the intent of the Board of Directors that these policies be interpreted as broadly as is arguably compatible with the mission and roles of the Library and with the spectrum of community interests and needs.

In the most general terms, the Library Board of Directors through the policies it establishes, promotes, supports and respects the right of patrons to read and inquire within the informational and cultural context of American society in the Twenty-First century. The Library Board of Directors encourages patrons to take active advantage of this right by making choices among library materials for themselves and their children, and respecting the right of other patrons to exercise the same right to choose.

General Objectives

Materials are purchased for inclusion in the Davis County Library if they:

1. Contribute to fulfilling the mission and roles of the Library, as established by the Board of Directors;
2. Comply with short- and long term collection development plans formulated by the Director with the assistance of the staff; and,
3. Meet the criteria for selection established in these policies.

Selection criteria, statements of the mission and roles of the Library, and collection development plans are all established with the intent of effectively and responsively meeting the need of the community for a free and publicly available storehouse of informational, educational and recreational materials. The concept of the “community” is

an inclusive one that encompasses citizens of different ages, races and ethnic backgrounds, religions, educational backgrounds and physical abilities. It also encompasses citizens with different political and social opinions and perspectives, and varying preferences for content in print and non-print materials. However, given its limited resources, the Library also acknowledges that while it serves the needs of the community as a whole to the best of its ability, it may not be able to fulfill the particular or specialized needs of any one segment of the community. Such needs may be more effectively met through referral to, and cooperative arrangements with other libraries, both local and national, than through on-site collection development.

All materials selected under this policy will fall, when considered as a whole, within the broadest boundaries of appropriateness for an institution promoting free inquiry and the personal exploration and enjoyment of ideas, information and culture among a diverse citizenry. Indicators that a particular item or group of items falls within the broad boundaries of appropriateness may include, but not be limited to the following: prior patron use of the item or items similar in content or style; the commercial availability of a specific item or similar items in the community; and the inclusion of a specific item or similar items in the community; and the inclusion of a specific item or similar items on reading lists of local schools.

In some cases, indicators may be difficult to identify when there are limited commercial outlets for items in a given format in the community, when items are not included on school reading lists due to their format, or when a format is too new to the Library to have established a pattern of use and patron interest. In the absence of indicators in such cases to assist in reviewing or evaluating items in particular formats, the Library must rely on the judgment of qualified professional staff members with the understanding that the community has available in an established process of review involving members of the Board of Directors.

Appropriateness based on the criteria established in this policy is also determined relative to the particular collection in which an item is cataloged, the format in which it is presented or the genre of writing to which it belongs, and as further defined by the selection criteria for that collection.

Responsibility for Selection

The Library Director is responsible for all material selection and collection development activities, and for administering and enforcing all selection and collection development policies. The Director may delegate the authority for supervising and undertaking various aspects of material selection and collection development to other staff members; however, final responsibility for these matters remains with the Director.

Neutrality of Library

The inclusion of materials in the collection does not represent or constitute endorsement by the Library of the opinions, points-of-view, or ideas presented in these materials.

General Selection Criteria

In selecting materials for all library collections, the staff evaluates items according to three general criteria:

1. The value of the work in meeting collection development goals established to fulfill the formally-adopted roles of the Library;
2. The merit of the work, given its purpose in the collection and based on reviews, or, in the case of an unreviewed work, its value as an addition given the type of material or genre of writing to which it belongs, or the format of the material; and,
3. The value of the work in satisfying patron interests and demands.

In applying these criteria, the staff will give priority to works which are judged successful in meeting all three criteria. Works are less likely to be purchased if their value or merit in any of the three categories is not at least satisfactory.

BOOK COLLECTIONS

Adult Fiction

Overview: The fiction collection is extremely diverse. It includes both works of singular and universally recognized literary merit as well as works that are formulaic and intended to meet the recreational reading interests of patrons. The Library recognizes its obligation to collect works of fiction throughout the spectrum of what is available in order to adequately meet the needs of a community with a wide range of reading interests and tastes.

Selections criteria: In addition to the “General Selection Criteria: established for all materials, the staff will apply the following criteria in determining selections for the fiction collection:

1. The work appeals to a significant constituency of readers whose needs are compatible with the formally-adopted roles of the library; and,
2. The quality of the work, with due consideration paid to the type of writing which it represents or genre to which it belongs, is at least satisfactory.

The Library recognizes that application of these criteria requires judgment; however, in lieu of providing no guidance for staff members, or of binding them with a rigid policy incompatible with the flexible nature of fiction, the Library chooses to rely on the judgment of a staff that is familiar with the wide scope of fiction, the range of materials currently being published, and the reading preferences of patrons who utilize the collection.

Scope: The fiction collection includes classics; current general fiction; best sellers; popular works in major genres, such as mysteries, science fiction, and westerns; locally written fiction and fiction with a particular local appeal; and works by major world writers. The balance among these is determined by collection development plans and patron interest. Highest priority is given to those areas for which there is on-going patron demand. Works are given low priority if they are being acquired merely to represent a given author or school of writing or for historical purposes only.

Fiction is collected both in hardback and paperback formats. Although most major works of fiction appear first in hardback, original publication in paperback is increasingly common, especially for books-in-series in certain genres. Consequently, initial purchases of a given title may be in either format. Paperbacks may also be collected to provide duplicate copies of popular titles, including frequently-requested classics.

However, hardbacks and rebound paperbacks remain the core of the fiction collection.

Method of Selection: the main basis for selecting fiction will be reviews. However, titles may also be ordered based on anticipated demand for a work by a popular author, patron requests, or selection from available titles in a given high-demand genre. In some genres, such as that popularly referred to as “Harlequin” romances, the Library may rely primarily on donations while purchases are kept to a minimum. In all cases, the staff will make reasonable efforts, within the constraints imposed by other demands on their time, to verify that all acquisitions meet the criteria established for selecting fiction.

Adult Non-Fiction

Overview: The range of subjects on which information is now available requires librarians to identify those areas most pertinent to community interests and needs, and select those materials that most effectively fulfill them. The non-fiction collection must address several types of informational, educational and recreational needs. Patrons wishing to study a particular subject, research a controversial issue, learn how to accomplish a particular practical task, or read for recreational pleasure in a variety of disciplines—all rely on the non-fiction collection for materials. While the Library attempts to satisfy this wide array of patron needs for non-fiction, it must do so, given constraints on resources, by balancing breadth with depth within the context of the Library’s mission, roles, and limited resources.

Selection Criteria: In addition to the “General Selection Criteria” established for all materials, the staff will apply the following criteria in determining selections for the non-fiction collection:

1. The work appeals to a significant constituency of readers in the community, or provides information in a specific subject area for which there are recurring requests that are compatible with the formally-adopted roles of the library; and,
2. The quality and authoritativeness of the work is at least satisfactory, based on the qualifications or reputation of the author, or the reputation of the publisher, and with due consideration paid to the type of writing which the work represents and the range of materials available on the given subject.

On some subjects of interest to the community, books are published in a steady stream and the staff must select those that are best from among many options. However, on many other subjects, new books appear infrequently. When books on such subjects are published—often by small publishers—the staff must be alert to identify and purchase them before they become unavailable, and provided that they meet the criteria established in this policy. Because of the range of interest encompassed in the non-fiction collection, the staff must also remain flexible in applying these policies in order to allow for both

popular and scholarly treatments of a topic when either one or the other or both are appropriate in meeting the needs of the community.

The Library recognizes its obligation to make available to the community a range of opinions on controversial issues of the day. In accordance with the framework established by these selection criteria, and within the reasonable allocation of the materials budget, the staff will endeavor to represent a range of perspectives and opinions on such issues. The staff is not obligated to represent every perspective and opinion on a given issue, or to represent them with writings produced by any particular advocate. However, the staff is obligated to provide fair representation of the range of perspectives and opinions given the materials that are available, and to make reasonable efforts to do so when appropriate materials are not readily identifiable through standard selections sources and procedures.

Scope: The non-fiction collection includes all subject areas encompassed within the Dewey Decimal classification system. This includes but is not limited to history, religion, philosophy, business, the sciences, art, sports, travel and biography. The collection is composed predominately of hardback books or paperbacks rebound as hardbacks. Paperbacks that have not been rebound are cataloged into the non-fiction collection when the work is valuable to the collection but cannot be rebound. Highly popular non-fiction works may also be purchased for the paperback collection as needed.

Selection Methods: The primary method of selecting non-fiction is through book reviews. However, many works of non-fiction on subjects of high interest, or subjects about which new books are published infrequently, are not reviewed. Such books may be selected from publisher's catalogs, patron requests, or at book stores if the demand for books on a given subject or the author's reputation, or the reputation of the publisher so warrants.

Children's Books

Overview: the primary purpose of the children's collection is to serve the needs and interests of young patrons from infancy through elementary-school ages. While the collection primarily serves children in this age range, the Library recognizes that for some informational or recreational reading needs and interests, older readers may also draw on the materials in children's collection. The collection encompasses several different types of print materials, including board books, picture books, fiction and non-fiction. This variety of types of books reflects the diversity of needs children have for printed materials as they grow and change. Children utilize books to learn the printed word, the concept of stories, the relationship between print and illustrations, and the major myths, fairy tales, and stories for children from world literature. In addition, children use books to fulfill their recreational reading interests, provide them with information on a range of topics, and assist them in completing school assignments. The children's collection serves all of these potential uses with materials written at levels appropriate to young readers in terms of content, language and format.

Selection Criteria: In addition to the “General Selection Criteria” established for all materials, the staff will apply the following criteria in determining selections for the children’s collection:

1. The work meets the informational, educational or recreational needs of children at a suitable level of content, language and format; and,
2. The work addresses an area of interest identifiable with children in general, or a specific interest identified for children in our community.

Beyond these criteria to be applied to all children’s books, the following criteria are established for specific types of books within the children’s collection:

Board Books: The purpose of board books is to introduce infants, toddlers, and preschoolers to words and images and the relationship between the two in book format. Board books can have a fairly wide range of reading level, from no words at one end of the spectrum to the type of vocabulary found in picture books on the other. One of the common denominators of board books is sturdy cardboard pages which resist damage from small hands. Preference in selection is given to titles pictorially and thematically suitable for infants and toddlers, recognizing that there is a demand for picture book titles produced in board book format as well. Binding and format should be of acceptable quality and workable in terms of processing for public use.

Picture Books: Titles selected are suitable in terms of language, themes, illustrations and style, for children approximately preschool through early elementary school ages; the quality of the illustrations and reproductions are at least satisfactory; vocabulary is generally at a level understandable to a child in the target age range, if not when the child is reading independently, at least when the book is read aloud with an older child or adult.

Fiction: Titles selected are suitable, in terms of language and theme, for children in the age range from early elementary school through late elementary school grades; the quality of the writing with due consideration given to the type of book or genre which it represents, is at least satisfactory; the vocabulary is generally at a level understandable to a child in the targeted age range reading independently.

Non-Fiction: Titles selected are suitable in terms of language and treatment of the subject, for children approximately preschool through early junior high school ages; the quality of the writing, with due consideration given to the type of book, the intended ages of the readers, and the subject treated, is at least satisfactory; the subject area is appropriate for the age group, either based on known interests of children or recurring demand from children or adults for information on a subject.

Many of these criteria establish “satisfactory” as a standard for selection in terms of writing and illustration quality. However, this is a minimum standard. Generally, the staff will select materials of the highest quality writing and illustration available to meet public needs given the type of book, genre or subject area.

Scope: The children’s collection includes all books in the children’s areas listed above. Books are collected primarily in hardback, however, a strong paperback collection of popular titles, especially in the fiction area, is also maintained. Books in which the illustrations are the primary feature are not duplicated generally in the paperback collection, although in some cases, paperback copies may be purchased and rebound for inclusion in the main children’s collection. An exception to this guideline is made for books in the “easy reading” genre, for while illustrations are an important element in this genre, the controlled vocabulary is more central to the intent. Further, “easy readers” are intended as a stepping stone toward independent reading of more complex chapter books, and the paperback format helps establish for many readers a sense of progress toward this goal.

Selection methods: The main basis for selecting children’s books will be reviews. However, titles may also be ordered based on the popularity of an author or series of books, or selection from available titles in a given high-demand genre or subject area.

Special Notes: Some works traditionally considered classics of children’s literature may not meet the requirements of these policies—due primarily to use of vocabulary more sophisticated than is now considered understandable by children. However, in such cases the Director may make an exception to the policy in order to retain the work in the children’s collection. The Library may also acquire high-quality abridgements or retellings of such classics to complement the original if it is retained in the children’s collection, or to replace it should the Director choose to have the original included instead in either the young adult or adult collection. Revised Oct. 3, 2012

Young Adult Books

Background: The young adult collection address the needs primarily of readers in the 13 through 18 age range. In defining this age range, the Library recognizes many readers will increasingly draw on items on the adult collection both for information and for recreational reading. The Young Adult collection meets the needs of readers in this age group in a specialized manner by bringing together books written especially for and based on the particular interests of adolescent readers. The collection includes both fiction and non-fiction. Fiction books in this collection will generally involve plots, characters and themes that are of specific and immediate relevance to adolescents. Reading level, interest level, and language will generally be more sophisticated than fiction titles in the children’s collection. Non-fiction titles will generally cover subjects and issues of clear interest to adolescents. While the collection may assist young adults in their school work, its primary purpose is to address their needs as independent readers rather than to serve as a substitute for a school library.

Selection Criteria: In addition to the “General Selection Criteria” established for all materials, the staff will apply the following criteria in determining selections for the young adult collection:

1. The works meets the informational, educational or recreational needs of adolescents at a suitable level of content, language and format;
2. The work address, in the case of fiction, characters, plots and themes, and in the case of non-fiction, subjects and issues of specific and immediate interest to adolescents; and,
3. The quality of the writing, with due consideration give to the genre or the type of book, the intended ages of the readers, and the subject treated, is at least satisfactory.

While these criteria establish “satisfactory” as a standard for selection in terms of writing quality, this is understood as a minimum standard. Generally, the staff will select materials of the highest quality writing available to meet public needs given the range of materials published for adolescent readers.

Scope: The young adult collection includes both fiction and non-fiction. Both fiction and non-fiction collections are heavily hardback, however, all young adult titles are acquired on a highly selective basis, focusing on content and readability for adolescents within the Library system.

Selection Methods: The main basis for selecting young adult books will be reviews. Titles may also be ordered, however, based on the popularity of an author or series of books, or selection from available titles in the given high-demand genre or subject area.

Revised March 15, 2016

Self Published Books

Overview: Requests from patrons for the Library to purchase self published items continues to expand. Since self published titles often have not undergone the editorial review process and are usually not reviewed in national publications, it can be more challenging for Library staff to assess the appropriateness of individual titles for addition to the Library’s collection. Purchases of self published titles will be based on the following criteria.

Selection Criteria: In addition to the “General Selection Criteria” established for all materials, the staff will apply the following criteria in determining selections for self published books:

1. The title is available in a local retail outlet.
2. The author has an established reputation through previous works owned by the Library. The titles by the author have demonstrated patron interest.

3. There is a review by a local source or in the regularly used review sources.
4. The title can be located in OCLC's worldcat.org., a nationally recognized resource for libraries.
5. The title contains local history and has local interest.

As individual titles are reviewed for possible inclusion in the collection, the staff will consider all of these factors understanding that those titles that meet multiple criteria will be given higher consideration. In many cases, given the limited resources of the Library, patrons may necessarily be referred to the inter-library loan option or to other libraries to meet their specialized or highly focused information needs. Revised March 18, 2014

NON-PRINT AND OTHER COLLECTIONS

Video Recordings

Overview: Materials in audio-visual are collected in order to provide the community with a diversity of informational, educational and recreational options in this powerful and popular format. The available format of these materials will change as technology and marketplace preferences change. The Library aims to provide materials in an audio-visual format that are informational and culturally important. The physical format to this material may change over time, so selection is based on content, rather than the system of delivery. Currently the Library prefers to purchase material in DVD formats, but continues to loan VHS tapes while they are still useful.

Selection Criteria for Resources for Subject Areas: In addition to the “General Selection Criteria” established for all materials, the staff will apply the following criteria in determining selections for the video recording collections that serve needs that are oriented to specific subject areas:

The subject of the production appeals to a significant constituency of patrons in the community, or provides information in a subject area for which there are recurring requests that are compatible with the formally adopted roles of the Library; and,

1. The quality and authoritativeness of the production is at least satisfactory, based on reviews when available or, in the case of unreviewed works, on the reputation of the publisher and with due consideration for the range of materials available in this format on a given subject.
2. The title is an important example of genre, era, style of film, or represents popular culture. It is a major contribution in the history of film or television based on reviews, awards, and critical recognition over time.

Scope for Resources for Subject Areas: Video recording collections can in theory encompass a range of subjects as broad as the non-fiction print collection. However, because of the size of the collection, and the funds available for it, coverage is highly selective and heavily based on patron interest and the criteria outlined above. Emphasis is placed on productions that are primarily educational, informational or cultural, with the limitation that “instructional courses”—multi-part works with in-depth instruction comparable to what would be provided in formal school coursework—are not acquired. The collection includes video recordings for all age groups.

Selection Criteria: Reviews of video recordings in the areas of interest to the Library are frequently unavailable. When available, they are relied on. Generally, however, the staff must make selections based on their knowledge of video recording producers; or when the item is subject oriented, on the reputation of the individual or organization creating or producing the work. When the staff does not have reviews or knowledge of the publisher to aid in the process, selections must sometimes be made based almost entirely on the

need for materials in a given area. While it is recognized that this is not the ideal method, it is necessary to maintain a broad subject base in the collection, given the current state of the video recording marketplace and the lack of reviews.

Selection Criteria for Film, Theatrical Works and Television Productions: In addition to the “General Selection Criteria: established for all materials, the staff will apply the following criteria in determining the Library’s selection among films and movies in the video recording formats:

1. Within the limits of a selective collection: a) based on awards, reviews and critical recognition, the title is an important work in the history of film or television, or represents a significant genre or style of film or the work of a significant actor, producer or director; b) the title adds to a collection of quality films selected for their long-term value as entertainment with determination for selection based on reviews, awards and honors, and staff evaluation of continuing viewing interest among patrons, or c) over time the work has been elevated in status by popular acclaim or representative of popular culture.
2. For television productions, the work is considered to be high quality, is judged to be of probable enduring interest, or is a significant contribution in the history of television; and, for theatrical works, the filmed version has high production values both in sound and cinematography, and represents the original work in both performances and filming.

Scope for Films, Theatrical Works and Television Production: In these formats, the goal of the Library is to build collections that would provide an interested patron with the opportunity to explore the history of film, film genres, television and theater, and to draw on a collection of quality films for personal and family entertainment. At the same time, however, the Library strives to add to the total range of materials available in the community, and provide access to titles that have become clearly established as valuable contributions to the history of film or television, or are of demonstrated continuing long-term interest for viewers in the general public. Accordingly, selection among feature film and documentary titles that have had wide commercial release in theaters will favor those that have been available for a minimum of two years, or those that have a production date at least two years prior to purchase. (Revised April 28, 2009; revised November 19, 2013)

Special efforts may be made to acquire DVDs that include supplementary or documentary information. The Library will also favor video recording versions that include closed-captioning for the hearing impaired, provides supplementary material that enriches and educates, and provides captioning or audio-tracks in different languages.

Selection Criteria: Video recordings in the areas of film, theatrical and television productions are selected based on reviews, on evaluation of awards and recognitions, on the place the work has in the history of film, television or theater and on staff evaluation of long-term interest as entertainment for the general public served by the Library.

MPAA Ratings and TV Parental Guidelines: The Library does not itself rate or label video recordings based on content. However, the Library views ratings assigned by the Motion Picture Association of America and by broadcast and cable stations using the TV Parental Guideline system as valuable information intended to assist viewers in making selections for their own use. Generally the MPAA rating for a commercially released film is indicated on its cover. However, films produced before ratings were introduced or films the Motion Picture Association of America did not rate are generally identified with the words “Not Rated” on the cover. Further, special features included on some DVDs of commercially released films are also not rated. The Library provides no additional labeling on such unrated items.

Indications of TV Parental Guidelines ratings assigned by broadcast and cable networks are less consistent especially for television productions prior to 1997. To assist patrons in making selections among such unrated materials that are appropriate for their personal preferences, the Library will make patrons aware, through signage and publications, of a variety of print and website sources that provide information, when available, about individual productions and series. The Library will also make patrons aware of the availability of staff members to directly assist them in accessing such information while they are in the branch and as they make their selections. Consistent with the effort, the Library will make patrons aware of the availability of TV Parental Guideline information. The Library will also make available to patrons information regarding the meaning of the rating codes used by the Motion Picture Association of America and other similar national or international codes when available, and for TV Parental Guidelines. The Library provides no additional labeling on items for which TV Parental Guidelines rating cannot be identified or labeling to supplement assigned ratings.

Revised April 2005; revised April 2006; revised January 24, 2012; revised November 19, 2013

Video Recordings for Children and Young Adult Collections

The purposes for collecting videocassettes and DVDs for the Children’s and Young Adult collections are consistent with those used as the basis for these items in the Adult Collections. As with print material, the purpose of the Children’s and Young Adult video recording collections is to serve the informational, educational and recreational needs of patrons in these age groups. However, materials in this format are also collected because of their wide appeal, the unique information they make available and their ability to convey information through a medium that supports well the learning styles and developmental needs of children and young adults.

The “Selection Criteria” and “Scope for Resources” for subject area video recordings for Children and Young Adult remain identical to those established in the general policy for items in these formats. The criteria for subject area resources in this format are modified only to specify that all items selected will be appropriate to the age groups served by the collection into which they are cataloged.

For the “Selection Criteria for Film, Theatrical Works and Television Productions,” the following criteria are added to the “General Selection Criteria” established for all materials, and will be applied by the staff when selecting films and movies in the video recording format for the Children’s and Young Adult Collections:

1. The title is determined to be appropriate, in terms of visual images, level of language and sophistication of information and presentation, for the age group served by the collection into which it is to be cataloged. Appropriate ages are from pre-school to age 12 for the Children's collections, and age 13 through 16 for the young adult collection; and,
2. Within the limits of a selective collection,
 - a) the title is widely recognized as a classic or standard work for the age group or, in the case of a title for which multiple versions are available in film formats, is recognized as notable in terms of quality of production, performances or authenticity to the original source;
 - b) the work is of at least satisfactory overall quality and is judged to be of wide and probable enduring interest to the age group of patrons for which it is intended; or,
 - c) the title is judged to be a significant contribution to the history of television production for children or young adults and is judged to be of probable enduring interest to patrons in these age groups.

Scope for Films, Theatrical Works and Television Productions: The Library's goal is to build collections that provide young patrons and their parents with a wide opportunity to explore the world of information and enjoy entertainment and recreation through works created specifically for children and young adults in the powerful and popular video recording formats. It is also a goal of the Library to provide patrons with an opportunity to examine the history of film, television and theater specifically produced for children and young adults. This means seeking out quality material that is produced both for commercial outlets and for television, with special consideration given to those items that add to the total range of materials available for these age groups in the community.

To advance these goals, selection of video recordings for the Children's and Young Adult collections will emphasize quality, but will also take account of popularity and patron demand.

Accordingly, selection among feature film and documentary titles that have had wide commercial release in theaters will favor those that have been available for a minimum of two years, or those that have a production date at least two years prior to purchase. Revised April 28, 2009; revised January 11, 2011; revised November 19, 2013

For materials produced for commercial distribution, selection will favor those titles that have been available for a minimum of two years, or those that have a production date at least two years prior to purchase. For materials originally aired on television, the staff will evaluate availability as well as original airing date as factors in the selection process.

Special efforts may be made to acquire DVDs that include supplementary or documentary information beyond that available. The library will also favor video recording versions that include closed-captioning for the hearing impaired or audio track in different languages.

Selection Criteria: Selection of video recordings in the areas of film, theatrical and television productions for the Children and Young Adult collections are based on reviews, evaluation of awards and recognitions, the place of a given title in the history of productions for these ages groups, and patron demand or, in the absence of these indicators, the professional judgment of the staff based on their understanding of the collection and the potential value of a given title to the development of the collection.

Revised September 26, 2000; December 11, 2001; May 2003; revised January 18, 2011; revised November 19, 2013

Recorded Books

Overview: The Library collects recorded books in two formats: CD and electronic downloads. Collections are developed in order to provide patrons with access to works of fiction and nonfiction in formats compatible with their preference for receiving information in an oral medium or with their special physical needs. Consequently, the Library develops these collections based on the understanding that while they serve the needs of a clientele which may include users of print works, they also serve users for whom recorded books provide their preferred avenue of access to fiction and nonfiction works. At the same time, the Library recognizes that factors particular to the recorded books formats, such as cost, require that these collections be very selective and that diligence be exercised to assure that items purchased for the collections will be those most likely to meet the on-going demands of patrons. Finally, the Library also recognizes and takes into account in its selection and evaluation of recorded books that they are not simply artistically neutral renditions of the printed works from which they derive. Rather, they also involve professional interpretation in an oral medium, and, as a result, place the user in a different relationship to the work as a listener of both text and performance than he or she would experience as an individual reader.

Selection Criteria: In addition to the General Selection Criteria established for all materials, the staff will apply the following criteria in determining selections for recorded books in CD formats:

- The work meets the selection criteria for the type of material in print format e.g., adult fiction, adult nonfiction, children's fiction, etc. from which it derives;
- The work is determined to be of both immediate and long-term interest to users of the recorded books collections;
- The quality of the production is at least satisfactory based on reviews when available or on the reputation of publisher, with preference given to publishers who make available replacement copies of individual CDs that may be lost or damaged.

Scope: While efforts are made to create collections of recorded books broad enough to meet a diversity or patron needs and interests, for a variety of reasons these collections cannot be as extensive as the Library's print collections. First, recorded books in their unabridged form are significantly more expensive than print copies. Second, only a fraction of books published in print form are subsequently published in a recorded books format and many of those are published only in abridged editions. Third, some books-on-tape in particular in unabridged format can be difficult to manage physically due to the number of tapes involved. However, while understanding these considerations the Library also recognizes the high level of demand for recorded books in CD formats and dedicates a commensurate portion of its materials budget to expanding this collection in all branches.

Selection Criteria: The selection of a work for the Library's print collection is a threshold consideration of selection for inclusion in the recorded books collections. Consequently, for a recorded book it is not required that the staff undertake a separate selection process from that undertaken for the same work in print form if the staff has clear reason to believe that the work meets the criteria established above that is, for example, that demand for the item is clear and that the reputation of the publisher assures a quality production. At the same time, however, the staff is not required to include in the recorded books collections a work that the Library owns in a printed version. The determination to purchase a work in a recorded books format will be based on whether demand for the item is likely to be high, whether a recorded version of satisfactory technical quality can be identified and whether in the judgment of the staff the oral version when considered as a whole, including the elements introduced by oral interpretation, meets the "General Selection Criteria" established for all materials.

Format Consideration: As noted above, the Library collects recorded books in CD format. Funding and space considerations make it impossible for all works to be acquired in both print and recorded formats. The Library exercises judgment, based on anticipated demand, funding and space considerations, regarding how many versions and in which formats it would acquire a particular title. In doing so, the Library recognizes that patrons with preferences for CD or print versions may not be able to access a given work in their preferred format. However, the Library also recognizes that expenditures on multiple versions of one work reduce the funding available to purchase additional titles. Consequently, the Library attempts to arrive at a balance between these competing demands for differing formats on one hand and a broad range of titles on the other. On balance, the Library favors increasing the range of titles based on its evaluation of patron demand. Revised November 19, 2013

Electronic Formats

The Davis County Library makes books in e-book and audio formats available to patrons through electronic downloading protocols. Such materials may be selected on a title-by-title basis by library staff members or may be made available through digital collections selected by the Utah State Library. Those titles made available through the Utah State

Library, or additional copies of them purchased to meet demand, are not subject on a title-by-title basis to the Library's Materials Selection Policies. However, all Davis County Library Materials Selection Policies apply to those titles selected by library staff members.

Approved by Davis County Library Board January 24, 2012

Sound Recordings

Overview: Sound recordings are collected to meet the community's need for music, spoken-word, such as poetry and plays, language instruction, and other types of information in various sound formats. The collection is not intended to be exhaustive. Rather, it is intended to:

1. represent the major styles, eras, composers and performers of music and musical theater;
2. complement the Library's print collection with a selective collection of spoken-word materials in addition to items included in the audio-books collections; and,
3. provide patrons with the opportunity to explore the vast world of music, including music from other times, cultures and countries.

Sound recordings are collected primarily in the compact disc format. Recordings may be purchased in the standard-speed audiocassette format when appropriate given the type of work and the use to which it is likely to be put, e.g., foreign language study tapes.

Selection Criteria: In addition to the "General Selection Criteria" established for all materials, the staff will apply the following criteria in determining selections for the sound recording collection:

1. The recording is a major work determined to be of long-term interest to the community; represents a significant type of music or musical theater, era of music, performer, composer, or contemporary trend; or satisfies patron demand for informational or recreational material in the spoken-word format; and,
2. The quality of the recording is at least satisfactory, based on reviews when available or, in the case of unreviewed works, on the reputation of the performer and publisher.

Revised April 28, 2009

Scope: Due to budget limitations, priority is given to recordings that are judged to be of on-going interest to the community and likely to generate consistent demand. Given the scope of recorded music available when compared with the Library's resources, the Library may base selection on a plan to develop the collection systematically by category, such as composer, era, contemporary trend, performer, musical style, etc. Consequently the scope of the collection, though defined by policy to be broad, may expand in practice

only gradually. Accordingly, the Library may not be able to respond consistently to patron requests to acquire specific sound recordings as it focuses instead on expanding and improving the collection as a whole.

Selection Criteria: Reviews are relied on for selecting sound recordings whenever available. In addition to reviews in periodicals, the staff relies on bibliographies of outstanding recordings and guides for building collections of sound recordings. Selection may also be based on the reputation of publishers and performers when reviews are not immediately available, and on research conducted by staff members to create orders that address needs to improve the collection in specific categories, and to meet patron demand, as noted above. Revised April 28, 2009

Children's Sound Recordings: Sound recordings for children are selected based on the criteria, scope of collection and method defined above, with the added guideline that all Children's music titles selected will be appropriate to the age group served by the Children's collection generally—that is, from infancy through age 12.

Revised November 19, 2013; revised November 19, 2013

Periodicals

Overview: The number of periodicals published increases yearly. At the same time, many periodicals target very specific interests, disciplines and points-of-view. Patron demand both for periodicals of general interest and those that focus on very specific topics compels the Library to be highly selective. In making choices, the Library attempts to balance between the need for current information the desire of the public to browse a collection of periodicals that covers a wide range of high-interest subjects, and the need for a collection from which information can be easily retrieved through indexes to meet specific patron requests. The Library attempts to meet all three aspects of public needs and interests, favoring those periodicals that are well established and well known to the general public and, when selecting to address a high-interest topic, those that appear to be among the most popular and authoritative in a given field.

Selection Criteria: In addition to the “General Selection Criteria” established for all materials, the staff will apply the following criteria as factors in determining selections for the periodical collection:

1. The periodical is determined to be a recognized national leader in providing information on general current events, or on a specific topic of high general interest to patrons;
2. The periodical is indexed in “Reader's Guide to Periodical Literature” or an electronic periodical indexing service to which the Library has online access, is either of current or long-term interest to a significant constituency of periodical readers in the community, and contributes to a collection which covers a broad range of subjects and represents a variety of points-of – view; or,

3. The periodical is of particular local interest, or fills a significant need for information which is not well filled by an indexed periodical, or has achieved a high level of popularity on a topic of high interest to patrons.
4. The periodical is of particular local interest, or fills a significant need for information that is not well filled by an indexed periodical, or has achieved a high level of popularity on a topic of high interest to patrons.

In developing the periodicals collection as a whole, and in evaluating an individual title for inclusion in the collection, the staff will consider all of these factors understanding that those periodicals that meet multiple criteria will be given higher consideration. In many cases, given the limited resources of the Library, patrons will necessarily be referred to on-line periodicals databases or to other libraries to meet their specialized or highly focused information needs.

In addition to periodicals emphasized by the above criteria, the Library subscribes to a limited range of newspapers, which may include major local dailies, weeklies published in the county, local papers of special interest, and non-local papers that are generally recognized as "national" newspapers or newspapers-of-record.

Scope: The periodical collection includes magazines, journals and newspapers. The collection serves general reading interests rather than specialized or academic needs. Most magazines and journals are purchased with the intent of being retained for a period of at least two years after publication, with some titles being retained longer due to their value as an information source with access to their articles provided by standard indexing services. A very limited number, primarily for children, are circulated. Local newspapers are given high priority; major national newspapers are subscribed to on a highly selective and limited basis.

Special Notes: Retaining periodicals for long-term use poses special problems due to limited space. The decisions regarding how long to retain periodicals are made on a branch-by-branch, title-by-title basis. The Library does maintain a very selective collection of periodicals on microfilm, with highest priority given to newspapers published in Davis County and a limited number of major national news magazines.

As there is limited space for periodicals, both for display of current issues and storage of past issues, and as the addition of a periodical title may imply to some patrons the promise that the title will remain available in future years, the Library does not accept donations of periodical subscriptions from organizations, publishers or individuals.

CD-ROMS

Overview: CD-ROMs, also frequently referred to as multimedia CD-ROMs, are collected because of their unique capacity to convey information in a single integrated print, image and sound format. Further, CD-ROMs permit the user to highlight and draw

out information, tailoring it to their personal needs, in a manner not duplicated in any other format. However, CD-ROMs also have the drawback of requiring specialized computer equipment, with the added difficulty of competing technical formats, primarily MacIntosh based or IBM-compatible based. Nevertheless, while recognizing these technical complexities, the Library makes materials available in this format because they offer informational opportunities of value to a growing segment of the community.

Selection Criteria: In addition the “General Selection Criteria” established for all materials, the staff would apply the following criteria in determining selections for the CD-ROM collection:

1. The subject of the CD-ROM is particularly suitable to the format and takes advantage of the opportunities the format presents;
2. The subject of the production has appeal to a significant constituency of potential patrons of materials in this format; and,
3. The quality and authoritativeness of the production is at least satisfactory, based on reviews when available or, in the case of unreviewed works, on the reputation of the publisher and with due consideration for the range of materials available in this format on a given subject.

Scope: the CD-ROM collection can in theory encompass a range of subjects as broad as the nonfiction collection. However, because of the size of the collection, and the funds available for it, coverage is highly selective. Emphasis is placed on productions that are primarily educational, informational or cultural. The collection includes materials for all age groups.

Selection Method: Reviews of CD-ROMs in the areas of interest to the library are relied on when available. Recommendations from librarians in other systems are also used as a basis of selection.

Revised April 2002; May 2003; October 2003

MINOR COLLECTIONS

The Davis County Library maintains several minor collections. These collections respond to very specific patron needs. However, because of their limited scope, extensive policies to guide their selection are not deemed necessary. These collections will be maintained and expanded in accordance with the “General Objectives” established in these policies for selection with the definitions listed below, and with yearly collection development plans.

MAPS

The Library acquires a limited range of maps of the world, countries, states and Utah. Emphasis is placed on Utah and western maps which are of use to the general public, rather than the specialists in a field.

TELEPHONE BOOKS

Due to their number and expense, the Library generally acquires telephone books provided by Qwest at no cost. However, Utah telephone books not provided by Qwest are purchased when they are available.

CURATED DIGITAL COLLECTION

Under the supervision of the Director, the Library curates a collection of digital items dependent upon copyright permissions granted to the Library and the ability of the Library to provide access to these materials digitally through the digital catalog. Because digital materials are governed by agreement, the Library will not accept donations of digital media already under contract for exclusive distribution with other entities.

In the rare instance that the prospective donor owns the copyright to digital materials, and is willing to enter into a non-exclusive contract allowing the Library to distribute it, and it meets the selection criteria established elsewhere in this policy, the Library may include this material in a separate digital collection.

Currently, the following requirements must be met for a digital item to be added to this collection:

- The item must be in PDF format.
- The copyright holder must sign an agreement agreeing to allow the Library to distribute the item.

Revised October 2003; revised October 21, 2014

MISCELLANEOUS

FORMAT CONSIDERATIONS

In making selections, the staff may consider the physical characteristics of an item. Items that have reasonably standard physical characteristics and that can be efficiently processed for long-term use, shelving, and check out, are most amenable to purchase.

Less suitable for purchase are materials with characteristics that make them clearly susceptible to damage. Such characteristics include, but are not limited to, “pop up” features, perforated pages, extensive work-sheets, spiral binding, binder-type covers, and unusual bindings. While such features may be attractive in the commercial market, they may potentially shorten the useful life of an item in the public library setting to a degree that makes purchase cost inefficient. Therefore, materials that otherwise meet selection criteria may nevertheless not be purchased due to the format in which they are made available. Items in electronic formats may be added to the collection if they are compatible with Library and County software.

DISTRIBUTION OF COLLECTION

The Library distributes materials to the branch libraries in an effort to achieve an efficient allocation of limited resources while meeting the needs of the community as a whole. If patron interest so warrants, all branches may own copies of a particular item. Other items may be purchased for only one or two branches. Collections in the branches are developed in accordance with the standards for depth and breadth of coverage established in this policy. In this regard, the branch collections are comparable. However, the collections will necessarily vary in size due to differences in shelving capacity and patron use.

GIFTS

When materials are donated as gifts, they become the property of the Library and cannot be returned to the donor. Except when donated anonymously, the staff will advise those interested in contributing materials that the Library may choose to add the materials where they are most needed in the system, to place them in the book fair, or to discard them. The Library is not obligated to add any donated materials to the collection. Gifts are subject to all selection policies of the Library and will be evaluated accordingly before being added. For tax purposes, the Library will, upon request, provide donors with verification of their gifts; however the Library will not assign a value to the gift. In addition, gifts of titles in electronic formats will be evaluated in terms of compatibility with Library and County software, as well as any limitations imposed by copyright and licensing requirements.

TEXTBOOKS

The Library selects textbooks for purchase only when they are the best available source for information on a particular subject. Purchases are not made as an alternative to schools or other academic institutions providing textbooks to students.

GRAPHIC NOVELS

Graphic fiction and graphic nonfiction rely on illustrations as a primary element in an integrated, cohesive single book length story or exploration of a subject or a collection of multiple stories each with a strong story line. The cohesiveness and strength of the storyline distinguishes graphic novels from collections of comic strips. Graphic fiction and graphic nonfiction are selected based on the guidelines for fiction and nonfiction for the broad collection category—adult, young adult or children’s collection—into which it will be cataloged; however, the illustrations in the work will also be evaluated based on the criteria of quality and appropriateness for the age being served by the collection, and overall evaluation will be based on the merits of the work as a whole. Graphic fiction and graphic nonfiction will be cataloged separately from standard fiction, and may be shelved separately depending on the shelving availability and configuration at each branch.

DAVIS COUNTY WEB PRESENCE

The Davis County Library recognizes that certain information is increasingly available only online and that there are practical limitations to the amount of information the Library can effectively incorporate into its web presence. In addition, online formats increasingly augment or replace more traditional resources in library collections. Because of this, resources accessed using the Library’s online presence are increasingly used similarly to traditional collections. Accordingly, resources made available through the Library’s presence conform to the general objectives of the Library’s Material Selection Policy.

Resources may also be incorporated into the library’s web presence if they are:

1. Purchased or otherwise made available using public funds.
2. Made available as a public service without for-profit content.
3. Accepted in an industry or field as a standard resource.
4. An exclusive, accurate content source that is available in no other way.

Priority will be given to resources purchased with funds collected from Davis County residents. Resources are more likely to be included if they are judged to meet all of the above criteria; resources that meet fewer of the above criteria are less likely to be made available via the Library’s web presence. The library will make resources available as space and other limitations permit.

Revised April 28, 2009; revised October 21, 2014; revised March 20, 2018

SPECIAL CATALOGING CONSIDERATIONS

SPECIAL CASES: Occasionally, an unusual item is acquired or a situation arises that cannot be addressed well within the normal cataloging procedures of the Library. In such cases, the Director may devise special cataloging procedures that promote the best use of the item without compromising the Library's standard for quality cataloging and classification of materials.

LOCKED CASE: The Library maintains a highly selective Locked Case Collection. The primary purpose of this collection is to preserve materials that are of especially high local interest, or that capture unusual or notable aspects of local or state history, and that are likely to be difficult to duplicate or replace. For practical reasons, the Library also maintains in the Locked Case Collection a set of all Caldecott Award winning titles. Finally, a limited number of items that are of interest as unusual examples of bookmaking are also placed in the Locked Case Collection for use by staff members in tours, demonstrations and talks. As the purpose of the Locked Case Collection is to preserve materials, items from it are not circulated.

DESK COLLECTION: Under the supervision of the Director, the Library maintains a Desk Collection primarily for items that are highly susceptible to theft or mutilation. Items that require unusual cataloging, as outlined in the policy on "Special Cases" may also be placed in the Desk Collection if the format of the material makes this the best available option. The availability of all items in the Desk Collection will be fully indicated in the automated catalog.

REVISED October 2003

PATRON REQUEST FOR RECONSIDERATION OF SELECTION

PREAMBLE

A library serving a diverse community will almost inevitably select for its collection items, which may, for a variety of reasons, cause concern for an individual citizen. When such a case arises, the Board of Directors recognizes the presence of two valid principles: 1) the right of individuals to have access through the public library to a wide range of materials expressing a variety of opinions, perspectives, and styles; and, 2) the right of citizens to voice disagreement with the action of a public institution and have their concerns reviewed and addressed in an orderly and fair process. In recognition of these two principles, the Board of Directors establishes the following policies and procedures for review of, and action on a patron "Request for Reconsideration." These policies and procedures apply to reviews of requests related to both materials that have been, and those that have not been selected for inclusion in the collection. Finally, these policies only apply to titles selected by staff of the Davis County Library.

POLICIES

1. The Director is responsible to insure that reviews of and responses to "Requests for Reconsideration" comply with all relevant policies and procedures established by the Board of Directors. However, the Director may delegate particular tasks related to the review process to other staff members.
2. As the Director is responsible for all materials in the Library collection, the determinations of the Administrative Review Committee and the Library Collection Appeals Committee, defined below, are considered recommendations. Decisions regarding the disposition of, and actions to be taken on all "Requests for Reconsideration" will be made by the Director with due consideration given to committee recommendations.
3. A "Request for Reconsideration" will be reviewed and acted upon as quickly as possible. Generally, reviews will be completed within fifteen (15) working days, and notification to the patron of the action to be taken mailed within twenty (20) working days from receipt of the request. The patron will be notified of any significant delays that are expected to occur in this schedule.
4. Materials reviewed based on a "Request for Reconsideration" will be evaluated solely in terms of the Davis County Library's "Materials Selection Policies." Materials determined by the Administrative Review Committee or the Library Collection Appeals Committee and affirmed by the Director to be within the parameters of the selection policies will be retained in the collection. If it is determined that a particular item does not fall within the parameters of the selection policies, the Director will follow appropriate procedures for its withdrawal.

5. When a patron submits a “Request for Reconsideration” for an item the Library has chosen not to purchase, the Administrative Review Committee will research the item to the best of its ability, and recommend to the Director whether the item should be added to the collection. The recommendation will be based on three factors: 1) whether the item falls within the parameters of the “Materials Selection Policies”; 2) whether the item addresses an identifiable and significant community need in the collection and whether its purchase would be consistent with the Library’s collection development plans; and, 3) whether the item is at least satisfactory in meeting the identified need. With due consideration paid to the recommendation of the Administrative Review Committee or the Library Collection Appeals Committee, the Director will make a decision regarding acquisition of the item and the patron will be so notified.
6. Decision made by the Director regarding a “Request for Reconsideration” may be appealed to the Library Collection Appeals Committee and ultimately to the Library Board of Directors, which will make the final determination on the request on behalf of the Library.

PROCEDURES

The following procedures are designed to facilitate the Library’s review of a patron’s “Request for Reconsideration” regarding the selection of the materials for the collection. It is intended that these procedures provide a clear and workable process by which a patron’s request can be accorded a reasonable and fair review, while at the same time recognizing the Library’s interest in resolving such situations as efficiently, expeditiously, and completely as possible.

1. The review process is initiated by the filing of a “Request for Reconsideration” form with the Library. Forms are available at the information desk of each library. At the time a form is provided to a patron, a reference staff member will indicate that the form must be submitted to a Branch Manager either at that time, if the Branch Manager is available, or by appointment. This is required to insure that the information about the reconsideration process is conveyed accurately and authoritatively to the patron, and that this is done in a formal and private setting rather than in the public service area. During the meeting with the patron, the Branch Manager will act primarily to provide the patron with information regarding policies and procedures, but will avoid discussing the merits of the library’s policies and procedures, or the merits of the item or items of concern.
2. During the initial interview, the staff member will also do the following;
A: Provide the patron with the appropriate “Request for Reconsideration” form;
B: Offer to the patron a copy of the Library’s “Materials Selection Policies”; and
C: Inform the patron that the form must be submitted to the Branch Manager, and either place the patron in contact with the Branch Manager at the time, or take the patron’s name and telephone number and inform him or her that the Branch Manager will call to make an appointment.

The Library will proceed with the review process only upon receipt of a completed “Request for Reconsideration” form. During the review process, the item under review will remain in the collection.

3. At the time that the “Request for Reconsideration” form is submitted, the Branch Manager will do the following:
 - A. Explain the review procedure to the patron:
 - B. Answer, to the best of his or her ability, any question the patron may have regarding selection and review policies and procedures, and refer to the patron Deputy Director or Director as necessary to respond to any question fully and accurately; and,
 - C. Act primarily to provide the patron with information regarding policies and procedures while minimizing discussion of the merits of such policies and procedures, or of the merits of the item or items of concern to the patron.
4. The Administrative Review Committee will consider the “Request” and respond to the patron within twenty (20) working days from the date of receipt of the “Request”. If for any reason the review will take significantly longer, the patron will be so notified. The committee will evaluate the item under review strictly in terms of the Library’s “Materials Selection Policies”. The Committee will notify the Director of its recommendation. If the Director concurs with the recommendation, the Committee will inform the patron in writing of the decision and the Committee’s reasoning. If, however, the Director does not concur with the recommendation, the Director will inform the patron in writing, explaining the committee’s recommendation as well as the reasons why he or she does not concur. The Director may also advance the issue to the Library Collection appeals Committee if he or she believes an appropriate determination on the request can better be made following a second level of formal review.

The decision made at the Administrative Review Committee level may be appealed to the Library Collection Appeals Committee. The appeal must be made in writing to the Director, within ten (10) working days from the date of notification following the first level of review.

5. The Library Collection Appeals Committee will consider the “Request” within thirty (30) days following its receipt. If for any reason the review will take significantly longer, the patron will be so notified. The Committee will evaluate the item under review strictly in terms of the Library’s “Materials Selection Policies.” The Committee may make one of two recommendations to the Board of Directors”: 1) it may recommend affirmation of the Director’s decision in the original review of the request; or, 2) it may recommend an alternative decision to the Director; or, 3) it may recommend review of the request by the full Board of Directors.

- The Library Collection Appeals Committee will inform the patron of its decision and of additional appeal procedures, in writing within five (5) working days after the decision is reached. The Committee will also appoint one of its members to present its recommendation to the Library Director. If the Director concurs with the recommendation, the Committee will inform the patron in writing of the decision and the Committee's reasoning. If, however, the Director does not concur with the Committee's recommendation, the Director will inform the patron in writing, explaining the committee's recommendation as well as the reasons why he or she does not concur.
6. The decision made at the Library Collection Appeals Committee level may be appealed to the Library Board of Directors. The appeal must be made in writing to the Director, who will so inform the Board Chair, within ten (10) working days from the date of notification following the second level of review.
 7. The Library board of Directors will, upon appeal, make the final decision on behalf of the Library regarding a "Request for Reconsideration." Before making its decision, the Board will review the written record regarding the "Request." The Board will also evaluate the item under review and will do so strictly in terms of the "Materials Selection Policies." The Board will conduct its formal review as a business item at the first regularly scheduled Board meeting which falls at least ten (10) working days following the receipt of the written appeal by the Director. The Board will notify the patron of its decision in writing within five (5) working days of the Board meeting at which the request is reviewed.

REVIEW COMMITTEES

The Administrative Review Committee will be composed of a Deputy Director and four Branch Managers. Branch Managers will serve on the Committee based on a systematic rotation. The Deputy Director will serve as Chairperson. The purpose of the Administrative Review Committee is to provide the Director with an initial evaluation of the item being reviewed in terms of the Library's "Materials Selection Policy." In doing so, the Committee provides the perspective of professional staff members who work continuously with members of the community, the Library's collections and the Library's policies. Its recommendation to the director is intended to reflect the best judgment of the Professional staff based on the experiences of its members as administrators in the Davis County Library.

The Library Collection Appeals Committee will be composed of three members of the Library Board, appointed by the Library Board of Directors, and two members of the Administrative Review Committee. Appointments will be made annually and will be based on a systematic rotation among Board members and members of the Administrative review committee. Appointments will be made from July to July.

The purpose of the Library Collection Appeals Committee is to provide the Director with an evaluation of the item being reviewed from the perspective of both Library administrators and citizen-members of the board of Directors entrusted with the

responsibility of overseeing Library operations on behalf of the community. The composition of the Committee is intended to facilitate input from the professional staff, based on its understanding of and experience with library policies, collections and operations, while at the same time drawing on the perspective of citizens who share the responsibility for administration of the Library. It is intended that this committee provide a more broadly based evaluation of the item under review for the Director's consideration preliminary to any formal public review that may involve the full board of Directors. The Library Collection Appeals Committee will select a Chairperson each time it is required to consider a "Request for Reconsideration." The chairperson will be selected from and by the three members of the Board serving on the Committee. The Director will conduct the meeting until a Chairperson is elected. Following the election of the Chairperson, the Director will be excused from the meeting.

Revised January 26, 1999; revised April 9, 2002; revised March 18, 2008; revised October 21, 2014; revised November 15, 2016

REQUEST FOR RECONSIDERATION
OF MATERIALS NOW IN THE COLLECTION

Name of Patron_____

Address_____

Title of Item_____

Author_____Format of Item_____

Please take a few minutes to answer the following questions. Please answer as thoroughly as possible as your responses will help guide the review of your request.

1. To what do you object about this item?

2. How much of the item did you read, listen, to, or view?

3. What are the circumstances that brought this item to your attention?

4. What action would you recommend the Library take in regards to this item?

Reclassify it to another section of the Library_____
Remove it from the Library's collections_____
Other_____

Please explain your reasoning for the action you recommend.

5. Please check those steps, which have been taken so far:

I spoke with a Library staff member about my concerns
regarding this item_____

I was offered a copy of the Library's "Materials Selection
Policies" _____

I read through those parts of the selection policy relevant to
the item about which I am concerned _____

The process for filing this form and for reviewing my request was
explained to me by a staff member _____

Patron's Signature _____ Date _____

FOR STAFF USE ONLY

Branch _____

Staff member _____

Date Request Received _____

Name of Patron

Title of Item	Author	Editor	Year	Page	Notes
1. The Great Gatsby	F. Scott Fitzgerald	Max Perkins	1925	180	First edition
2. The Catcher in the Rye	J.D. Salinger	John Burt Foster	1951	197	First edition
3. The Sound and the Fury	William Faulkner	Robert B. Hecht	1929	306	First edition
4. The Waste Land	T.S. Eliot	E. V. Rieu	1922	130	First edition
5. The Sun Also Rises	Ernest Hemingway	Max Perkins	1926	211	First edition
6. The Grapes of Wrath	John Steinbeck	Benjamin Glazer	1939	464	First edition
7. The Old Man and the Sea	Ernest Hemingway	Max Perkins	1952	128	First edition
8. The Great Escape	Paul Brickhill	Paul Brickhill	1950	304	First edition
9. The Bridge	Robert Frost	Marjorie Toomey	1927	112	First edition
10. The Waste Land	T.S. Eliot	E. V. Rieu	1922	130	First edition

Author	Format of Item
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1. Have you read, heard, or viewed in its entirety the item you are recommending?

2. Why do you feel the Davis County Library should add this item to its collections?

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4. Please check those steps which have been taken so far:

I spoke with a Library staff member about my concerns regarding this item_____.

I was offered a copy of the Library's "Materials Selection Policies"_____

I read through those parts of the selections policy relevant to the item about which I am concerned_____.

The process for filing this form and for reviewing my request was explained to me by a staff member_____.

Patron's Signature_____Date_____

FOR STAFF USE ONLY

Branch_____

Staff member_____

Date Request Received_____